



MINUTES
3RD COORDINATION MEETING
OCTOBER 4, 2017

Time: 2:30 pm

Venue: Conference Hall
Level III, SMIMS

The third coordination meeting with all the Heads of Institutions and Heads of Offices was held on 4th October under the chairmanship of Hon'ble Vice Chancellor, Lt Gen (Dr) M. D. Venkatesh.

Following members were present:

- 1 Prof (Dr) TSK Singh, Officiating Dean, SMIMS
- 2 Prof (Dr) Ashis Sharma, Registrar, SMU
- 3 Dr Amit Garg, Director, SMIT
- 4 Dr Gautam Dey, Medical Superintendent CRH
- 5 Col Balwant Singh, Director, General Services
- 6 Prof. Champa Sharma, I/c Principal, SMCON
- 7 Dr. Nikita Joshi, PT Principal, SMCPT
- 8 Dr Anuradha Parasar, Dy Director, SMUDDE
- 9 Mr M S Sridhar, Head, HR, SMU
- 10 Mr. Pradeep Kumar Chaturvedi, Finance Officer, SMU
- 11 Mr Madan Chettri, I/c Coordinator, Humanities & Social Sc. SMU

The Hon'ble Vice Chancellor welcomed all and reiterated that the purpose behind this monthly meeting was to discuss common shared objectives and achieve them in a time bound manner.

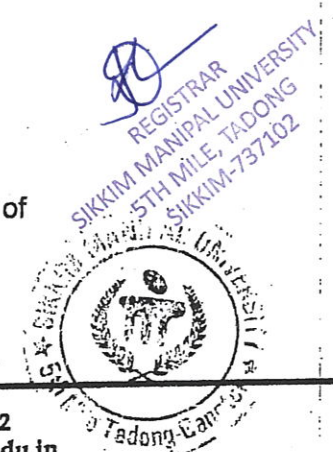
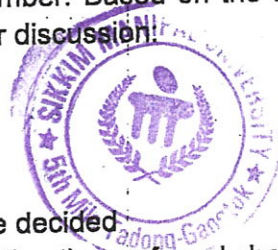
Review of 2nd Coordination meeting as given under: -

I. 2018 ADMISSION (Received from College of Nursing)

The process of admission is a year-long continuous process which demands before completion of current year admission, the preparation of next year admission-begin with preparation of prospectus from current year September. Based on the felt needs following points under the proposed agenda are requested for discussion.

1. Material for prospectus

- Date of submission of updated material to be decided
- Present admission form has no scope for writing the preferred choice of specialization for MSc. Nursing which to be added in the form



- I. **Action: Faculty profile upload being taken on a war footing.**
- II. **Web policy re circulated**
- III. **All department to share departmental update on faculty/infrastructure/achievements on a monthly basis to Registrar through respective Hols. Even in case of nil update, a nil report to be submitted.**
- IV. **Website to be updated on every Friday.**

III. Hostel Accommodation for SMUDDE faculty at SMIT.

Action: Director, SMIT will ensure accommodation by the end of October.

IV. Regular College Council Meetings. Inclusion of student representatives in some of the meetings.

Update: Process initiated by Institutes.

V. Placement update from SMIT/College of Nursing.

It was proposed that CRH should participate in the campus placement of SMCON as Day One organisation so as to be able to recruit the best available talent from SMCON

Decision: Approved

**Action: Head, HR,SMU and team to coordinate with MS,CRH and Principal SMCON.
SMIT Placement Update:**

s/n	Date	Name of the Company	Remarks
1	9-10 Aug'17	DELL	8 selects
2	19-22 Aug'17	Wells Fargo	9 selects
3	31 Aug-3 Sept'17	WIPRO	Result Awaited
4	03-05 Sept'17	BOSCH	Result Awaited

Action: It was informed by Director SMIT that Wipro selected 24 students BOSCH 12 students and Capgemini made 15 offers.

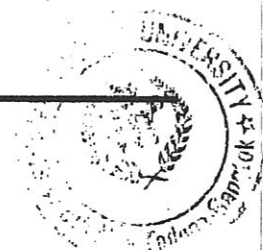
VI. Scheduled Meetings with the employees.

All Heads of Institutions to hold scheduled meetings with their employees.

Decision: Approved. A town hall type meeting is being proposed at SMIT on 22 September as a pilot.

Action: All Heads of Institutes to initiate such meetings.

Update: Town Hall at SMIT on 22 September was very well received. More such events are being planned.



Further the institutes to discourage part time internal candidate registration and focus on getting full time scholars into the PhD program. Stipend may be paid to certain number of full time scholars and the same may be projected in the budget. Also the eligibility of the proposed supervisors as well as the department to conduct PhD programs to be ascertained before finalising PhD seats.

2. Monitoring of Academic Progress of Students *by their respective institute*

All institutes to have a structured monitoring of the academic progress of the students. Special emphasis on weak and slow learners.

Action: All Hols to come up with structured plan for the same.

3. Attendees of EC/ GC Meeting:

It was informed that hence forth only the members will attend the Executive and the Governing Council meetings.

Decision: Noted

4. NAAC Progress: All institute heads were requested for their personal indulgence towards NAAC related work at their respective institutions

Decision: Noted

The Hon'ble Vice Chancellor requested all the Heads of Institutions to maintain high standards of financial propriety. Further, necessary approvals to be obtained before spending and also ensure that bills are submitted on time. Also they were requested to look at CAPEX projection for next year.

The meeting ended with thanks to the chair.


Registrar, SMU




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